
Minutes

Ordinary Meeting of the Board of the Far West Local Health District

Date: 29 May 2023

Time: 10.15 ACST (10.45pm AEST)

Venue: Auditorium, CHC, Broken Hill and via Microsoft Teams

Present:

Members:

Mr Brad Astill	Chief Executive
Dr Andrew Refshaug	Board Chair
Mr Wincen Cuy	A/Board Chair
A/Prof Lilon Bandler	Board Member
Mr Justin Files	Board Member
Mr Jason Masters	Board Member
Ms Sally Pearce	Board Member
Ms Pam Tucker	Board Member
Ms Mariette Curcuruto	Board Member
Mr Paul Kemp	Board Member
Mr Wincen Cuy	Board Member
Mr Justin Files	Board Member

In Attendance:

Ms Apsara Kahawita	Director Finance and Corporate Services
Ms Denise McCallum	General Manager Remote Health Services
Ms Hannah Everuss	Board, Committees and Policy Officer (Minutes)

Meeting Opened 10.55AM ACST/ 11.25AM AEST

Item 1. Acknowledgement to Country

Acknowledgement to Country: The Far West Local Health District acknowledges the traditional owners of the lands within its boundaries including: the Barkandji; the Muthi Muthi; the Wilyakali; the Ngiyampaa; the Wadigali; the Malyangaba; and the Wangkumara. We acknowledge and pay respects to the Elders past and present and their ancient wisdoms. We also acknowledge the communities of today and the Aboriginal community members who are part of our communities.

Item 2. Apologies

Nil.

Item 3. Disclosure of Interest

Nil new disclosures of interest.

Item 4. Order of Business/Urgent Business

The Board in camera and Board and Chief Executive in camera were completed prior to the commencement of the open meeting.

Item 5. Minutes of Ordinary Board Meeting 24 April 2023

Resolution: **The Minutes of the Ordinary Board meeting held on
27 April 2023**
Moved Pamela Tucker, seconded Wincen Cuy, and Carried.

Item 6. Action List

All action items were noted as per the status update provided on the Action List.

The Board discussed the importance of the Aboriginal Community Impact being completed within briefs and noted that they would like to see improvement in this area.

Item 6.1 Implementation of My Emergency Doctor Service

The Board noted the FWLHD implementation of My Emergency Doctor (MED) to address the General Practitioners wait times from six to eight weeks within the Community locally. It was discussed the difference between Emergency Medicine Clinicians and General Practitioners (GP) as there is a tendency to assume that Emergency Departments can deliver a GP service. The A/Chief Executive advised that MED employee General Practitioners. The Board advised that MED need to ensure that they are working with the community primary healthcare network.

The Primary Health Network GP Mental Health Program team are moving toward a GP virtual model to support consumers. To help alleviate the limited access to services across the District. It was noted that all partner agencies had been working together to find a solution as Mental Health Clients presenting to GPs has reduced.

Item 6.2 District Disaster Management Plan Implementation

The Board noted and discussed the implementation of the District Disaster Management Plan and requested that the Board be involved in education and training in regard to Emergency Management.

Action: *Chief Executive to arrange for the Board to be involved in desktop disaster exercise with the District Disaster Manager.*

Item 6.3 Aboriginal Business Procurement

The Board noted and discussed the FWLHD Aboriginal Business biannual Procurement Report. The Board requested that comment be provided monthly within the Chief Executive report regarding Aboriginal Business Procurement. It was noted that partner funding needed to be reflected in the accounting. The Director Finance and Corporate Services advised that this would be provided in future reports with analysis to identify how funding is allocated. It was noted that a small number of transactions occur that aren't reported such as procurement card transactions. This can be identified in the contract implementation going

forward. The possibility of identifying codes from extended banking data that are linked to Aboriginal businesses was raised.

The Board noted that the FWLHD could be doing better and engaging with Aboriginal Business' within the District regarding the certification and licensing requirements to provide services.

Strategic Matters

Item 7. Reflections on Our Care

Item 7.1 Participant Story

Noted.

Item 7.2 Patient Story

Noted.

Item 8. Presentation

The General Manager Remote Health Services was in attendance as the Executive Team representative and provided a presentation on the Service. Key points of the presentation were:

- Main challenge being experienced by the Service is workforce. Currently Wilcannia have had nil inpatients for twelve months due to the inability to staff the Service to provide safe patient to staff ratios. The inpatient service is reopening through the successful retention of new graduate (NG) nurses. Wilcannia and Wentworth have retained two NGs each with transition to speciality nursing pathways.
- The service is focusing on stability through recruitment and improving service models, being supported virtually by the nurse assist partnership with Sydney LHD. An internet bandwidth issue has been identified in which the telehealth team are working to solve, reducing bandwidth both in the District sites and from Sydney. Importantly the Service is focusing on investing and developing the workforce.
- Throughout the service infrastructure upgrades have taken place at Dareton with major capital works project being the new Wentworth Hospital. The Two Rivers Health Council have provided positive feedback regarding engagement in the design and consultation phase. An Arts Committee has been implemented with an Aboriginal focus with organisations such as the Aboriginal Land Council, Coomealla Aboriginal Health Corporation and Community Elders have been involved.
- A Dialysis Unit in Wilcannia is being explored by the FWLHD and potential partner Sydney LHD providing a model of care to service the Community and provide workforce pathway between metro and remote renal services. All partners involved in the delivery of such care are meeting to discuss governance and potential models of care. Workforce having been identified as a risk. However an opportunity to provide a training hub could be explored to help resolve the issue of workforce.

The Board and the General Manager Remote Health Services discussed the General Practitioner VMO model for the South Western Sector and current discussions that are being had to provide services to this region.

The Board noted the presentation and thanked the presenter for their time.

Item 9. KPI Reports

Item 9.1 KPI Dashboard Report

The A/Chief Executive provided a verbal report regarding the KPI Dashboard report noting that the pleasing performance results remained stable.

The Board discussed the potential on costs and affects the REX Airlines flight schedules could have on the District.

The Board requested that the order of the agenda change to include the Chief Executive Report prior to the KPI Dashboard report. The Secretariat noted the requested change.

The KPI Dashboard report was noted by the Board.

Item 9.2 Chief Executive Report

The A/Chief Executive, Ms Jodie Miller noted key points within the report.

- Recipients of the Rural Health Incentive Workforce Scheme have been notified recently if their position has been identified as a recipient of the incentive. It was noted that the incentives have not had a significant effect on attraction or retention and this was consistent with most LHDs.
- A surgical review panel has been implemented by the FWLHD, who are currently working to increase surgical capacity at the BHHS. The Ministry Performance branch will be visiting the District in June 2023 to provide further review into business models, models of care and outpatients. The focus will be on the patient journey, patient experience, patient wait times and governance around the services provided. Achievable recommendations will be provided to improve the service for the patient.
- Conversations with Maari Ma continue regarding Wilcannia Dialysis service delivery from the FWLHD including the Commonwealths plans for delivery. The Board noted the community burden of disease and encouraged the FWLHD to proceed with planning.
- FWLHD partnerships are strong, particularly with Sydney Local Health District in regard to virtual nurse assist, dialysis model and engagement with Maari Ma and CHAC.
- The FWLHD have been working with Justice Health, NSW Ambulance to ensure compliance with the NSW MOU regarding patients in custody crossing South Australian Boarder for care. There is currently an MOU in place with NSW Police and NSW Ambulance. Staff require education regarding compliance and information regarding the State MOU. The FWLHD have met with the local magistrate regarding issues and challenges in regard to Mental Health care. Patients are discharged with Mental Health follow up, discussed was access to patient information and what the process for follow up is particularly when patients are discharged out of custody. It was noted that good contacts, process and flow were established during these meetings that will continue quarterly.

The Board discussed how the branding with Sydney LHD for the virtual projects will be finalised. It was noted that a mutual name, that is not linked to either LHD would be suggested.

The Board noted the Chief Executive report.

Resolution: The Chief Executive Report be received and noted.

Moved Jason Masters, seconded Lilon Bandler. Carried.

Matters for Decision

Item 10. Reports for Endorsement

Item 10.1 FWLHD Board Sub Committee Membership Review

The Board discussed Sub Committee Membership and Health Council representation. It was discussed that there was no need to change membership unless Members had a request. Mariette Curcuruto advised of request to join the Finance, Performance and Workforce Board Sub Committee. Pam Tucker advised of request to join the Safety and Quality Board Sub Committee Meeting as a member. A/Prof Lilon Bandler will Chair the Safety and Quality Board Sub Committee from June 2023.

In respect to Health Council representation, Paul Kemp would attend Ivanhoe Health Council meetings, Jason Masters would attend Tibooburra Health Council meetings and provide representation on the new established Youth Advisory Committee.

The Secretariat noted the changes in membership and will update records accordingly.

Item 11. Reports for Noting

Item 11.1 Smoking During Pregnancy Report D23/4314

The Board noted the report provided. It was noted that Maari Ma's smoking cessation programs and education and training included vaping. The Board queried if the FWLHD were collecting vaping data separately to smoking data. The Board noted that the data has remained consistent over the last few years, and queried if there was something further/different FWLHD and partners could do to address such a major issue?

Action: FWLHD Chief Executive to discuss smoking during pregnancy programs with Maari Ma and BHUDRH regarding possible literature review.

Judy Robinson joined the meeting at 2.09pm CST/ 2.39pm EST

Matters for Discussion

Item 12. Aboriginal Health

Item 12.1 Clinical Services

Item 12.1.1 Comparative Discharged Against Medical Advice Rates

The Board noted the Comparative Discharged Against Medical Advice Rates.

Item 12.1.2 Comparative Did Not Wait Rates

The Board noted the Comparative Did Not Wait Rate.

The Board queried the follow up process for those patients who do not wait or discharge against medical advice and requested education regarding the pathway. It was noted that a new model of care for the Emergency Department should see some improvements.

Action: The Board to be provided education regarding the DNW and DAMA pathway to understand the process and data provided more accurately.

Item 12.1.3 Admission rates compared with population numbers

The Board noted the Admission rates compared with population numbers report.

Item 12.2 Workforce

Item 12.2.1 Workforce Participation Rates

The Board noted the Aboriginal Workforce Participation Rates report. The Board requested a two year graph to improve the visibility of the report.

Action: The Chief Executive to request a two year graph to improve the visibility of the Aboriginal Workforce Participation Rates.

Item 12.3 External Relationships

Item 12.3.1 Community Engagement Quarterly Report (due Mar, June, Sep, Dec)

Nil report tabled, next due June 2023.

Item 12.3.2 Maari Ma and Coomealla Health

The Board noted the verbal update provided regarding partnerships with Aboriginal Medical Services within the District.

Item 13. Sustainability

Nil.

Lunchbreak from 12.45pm ACST to 1.10pm ACST/ 1.15pm to 1.40pm AEST

Item 14. Board Sub Committee Reports

Item 14.1 Safety and Quality Board Sub Committee Meeting

Item 14.1.1 Safety and Quality Committee Chair Summary Report

Item 14.1.2 Patient Safety and Clinical Quality Report

The April 2023 (March 2023 data) Patient Safety and Clinical Quality report was tabled. The Committee Chair noted the presentation made to the Committee by the Executive Director Medical Services. The Chair advised that the Clinical Governance Unit are reviewing the FWLHD death screening process aiming to reduce the manual processes required to complete and streamlining the electronic completion if possible.

The Board discussed the opportunity to meet with staff member of the FWLHD after the Safety and Quality meeting, prior to the Board meeting on a regular basis.

Action: The Board requested a morning tea with recipients of the FWLHD Staff Awards prior to the Safety and Quality meeting when it can be held at the BHHS.

Item 14.1.3 Draft Quality and Safety Committee Minutes 24 April 2023

Noted.

Item 14.2 Finance, Performance and Workforce

Item 14.2.1 Finance, Performance and Workforce Committee Chair Report

The A/Chair of the Finance, Performance and Workforce Committee noted that the Service Level Agreement was being finalised. It was noted that longer term more sustainable solutions were being implemented in regard to variations of service etc. Own Source Revenue continues to be a problem for FWLHD with conversations continuing with the Ministry, negotiating with Ministry due to the change in models of care.

The A/Chief Executive advised that the service level agreement regarding transfers is continuing with NETTs, Royal Adelaide Hospital and Adelaide Women's and Children's Hospital close to signing off formalised agreement as recommended by coronial enquiry. The Royal Flying Doctor Service, Med Start and SA Health have been consulted in the process. The RAH have shown interest in updating bed finding document. The FWLHD will work to complete this included the Paediatric model of care relevant for FWLHD and ensuring the updated State policy align.

Item 14.2.2 Finance, Performance and Workforce Committee Minutes

The Board noted the 17 April 2023 minutes.

Item 15.2.3 Finance Report April 2023

The Director of Finance and Corporate Services provided the verbal finance report. The Board noted the written report provided. The FWLHD are forecast to be favourable for financial year 2022 – 2023. It was noted that the final result and number will fluctuate depending on Ministry budget retractions. The budget for financial year 2023 – 2024 will initially be provided a three month budget from July until September 2023. The FWLHD will incorporate business as usual with the final budget being released 19 September 2023.

It was noted that the FWLHD Executive were fortunate to have discussions with layers of the Ministry regarding the revenue position and what the future may look like. The Director advised that a project will be undertaken over twelve months to consolidate revenue position.

Item 14.2.4 Workforce Reports – April 2023

The Board noted the workforce reports provided.

Apsara Kahawita left the meeting at 12.40pm ACST

Item 14.3 Audit and Risk

Item 14.3.1 Audit and Risk Committee Chair Summary Report

Board Member representation provided a verbal update regarding the Audit and Risk Committee Financial meeting held on 18 April 2023. The FWLHD are required to prepare draft financial statement in March each year. Draft accounts were prepared, submitted and reviewed by ARC who endorsed that they would be signed off and endorsed for submission to the Ministry. It was noted that early close was a Ministry requirement and not a legislative requirement. FWLHD agreed that this process would still occur as it is an important trial to identify errors prior to the end of financial year.

The Board queried if this process was causing a lot more work for staff. However it was confirmed that this would not cause any further workload. These statements would need to be prepared regardless of the Committees view.

Item 14.3.2 Audit and Risk Committee Minutes

The Board noted the Chair approved minutes of the FWLHD Audit and Risk Committee Financial meeting dated 19 April 2023.

Item 14.3.3 Enterprise Risk Report

The Board noted the Risk Management Unit Enterprise Risk Report. The Board requested an update on the strategic risks the Board had previously agreed upon. It was requested that the Board have the Risk Appetite recirculated prior to meeting with the Risk Manager to review.

Action: The Secretariat to recirculate the Risk Appetite to the Board Members and arrange a review/update with the Risk Manager.

The Executive Director of Clinical Operations noted that FWLHD would be moving over to Folio risk management software with risks being allocated to the Executive responsible through the task management system once approved by the District Cybersecurity team.

The Board noted their interest in the Folio software and requested that The Risk Management Unit manager provide information regarding this. The Board discussed the need to review the Strategic Plan and progress toward the end of the year. This session would be beneficial between the Executive Leadership Team and the Board.

Action: The Board and Executive Leadership Team to review the strategic plan and how strategies are being achieved in approximately October 2023.

Action: The Board to receive education on the new Folio Risk Management System.

Judy Robinson left the meeting at 2.24pm CST/ 2.54pm EST

Item 16. Business on Notice

Nil.

Item 17. Calendar of Events

Item 17.1 Calendar of Events 2023

The Board noted the 2023 calendar of events.

The Board discussed the effect flight changes will have on the remote site visit to Tibooburra. The Board agreed to visit Tibooburra in September 2023 with the Safety and Quality Board Sub Committee Meeting being held prior to the Board meeting.

The Board supported the proposal to visit Mutawintji National Park and undertake a Walk on Country with the Director of Aboriginal and Community Relations. The Executive Leadership team was invited to accompany the Board on Monday 31 July 2023. Therefore FWLHD Board meeting will be held on Tuesday 1 August 2023. The Board welcomed this invitation and noted the change in date of the Board meeting to accommodate this request.

Item 18. Correspondence

Nil.

Item 19. Other Business

Item 19.1 Resignation of Board Member

The Board wished to thank A/Prof Michelle Dickson for her time on the FWLHD Board. A letter from the Chief Executive and Board Chair would be forwarded on the Board behalf expressing gratitude to Michelle for her value contributions throughout her tenure.

Action: Letter of thanks to be provided to Board Member, Michelle Dickson on behalf of the FWLHD Board.

Meeting Finalisation

Item 20. Next Meeting

Tuesday 1 August 2023 (July meeting), Broken Hill

Monday 31 July 2023, Remote Site Visit, Walk on Country at Mutawintji National Park

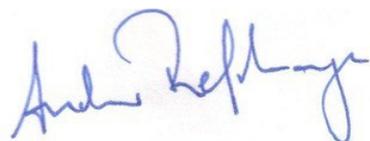
Meeting Close

3.04pm ACST/ 3.34pm AEST

Certified as a correct record.

Andrew Refshauge

Name



Signature

26 June 2023

Date